

About Habitat for Humanity of Wake County

Habitat for Humanity of Wake County (HFHW) changes lives by bringing together God's people and resources to help families in need build and own quality affordable homes in safe and supportive communities. Since 1985, HFHWC has partnered with homebuyers, donors, and volunteers to build more than 750 safe, affordable, energy-efficient homes in all parts of Wake and Johnston counties.

Location: Raleigh Blvd ReStore

Reporting to: Julie Tate, Assistant ReStore Warehouse Manager

Position Overview

Under the general supervision of the Assistant ReStore Warehouse Manager, the **Warehouse Associate** will assist with day to day operations of the warehouse area by receiving and processing donations. The **Warehouse Associate** will be expected to leverage available volunteers to accomplish daily tasks in an efficient manner. In addition, the **Warehouse Associate** will be responsible for store projects that will be assigned to her/him as needed within the store and must provide excellent customer service to donors in the back, customers on the sales floor, and to regular volunteers.

The responsibilities of the **Warehouse Associate** include, but are not limited to:

- Coordinate the flow of donated materials to the store sales floor;
- Evaluate condition/price of incoming merchandise, including furniture, cabinets, and lawn equipment;
- Maintain proper merchandise placement throughout the store;
- Assist customers with purchasing merchandise;
- Operate the cash register on front end and back end processing;
- Assist customers with loading out purchases; and
- To learn about Habitat for Humanity of Wake County and the ReStore, and be able to communicate our mission and purpose to volunteers and customers.

Knowledge, Skills, and Abilities Required:

- A strong belief in the organization's mission, goals and accomplishments;
- Ability to communicate clearly and concisely both internally and externally;
- Excellent customer service etiquette and attitude;
- Energized in an atmosphere that fosters sharing new ideas and initiatives;
- Ability to have grace and humor under pressure;
- Strong organizational skills will be required;;



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of Wake County

Serving Wake and Johnston Counties

- Basic math skills, computer literacy and experience on the register are required
- Ability to independently prioritize tasks in a fast-paced and dynamic environment is essential; and
- Ability to manage volunteers and keep them engaged with those tasks.

Minimum Education and Experience Requirements:

- No degree is required, but experience working in customer service, retail, reuse and/or trades is preferred;
- Excellent communication skills with a strong passion for the organization's mission;
- Regular attendance is required;
- Available to work weekends and evenings; and
- Forklift experience is preferred

Application Process:

- If interested, please email a cover letter and resume to michael.franks@habitatwake.org, julie.tate@habitatwake.org, and hr@habitatwake.org.

Habitat for Humanity of Wake County is a drug free workplace, participates in E-Verify, conducts pre-employment screenings, and is an Equal Opportunity Employer.